

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR OFFICE WORKER**

Jurisdictional Class: **Competitive**
Date Adopted: **July 14, 1999**
Date Revised:
Jurisdictions: **All**
Union Status: **CSEA (county)**
Pay Grade: **7 (county)**

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class are varied and moderately difficult. Positions often require a good understanding of agency programs, office procedures and policies and the laws and regulations which pertain to the position, and are often promotional. Incumbents must exercise independent judgment in the application of prescribed procedures and methods to routine cases. Positions may involve regular contact with the public. While some duties are the same as those of Office Workers, they are likely to be more difficult and complex. Incumbents lead in the work, seldom have to consult a supervisor, and train new workers. Incumbents may occasionally operate an alpha-numeric keyboard or typewriter however neither the speed nor accuracy of a proficient keyboard operator are required. Incumbents may perform some routine fiscal work however, neither the speed nor accuracy of an account clerk are required or expected. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees and participates in clerical duties in support of office operations;
Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;
Oversees and participates in the processing, indexing, sorting, recording and filing of a variety of control records and reports;
Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedures;
Conducts routine correspondence on matters where policy and procedures are well-defined;
Collects and compiles statistics and other related information;
Processes, checks, codes and files requisitions, claims, vouchers, bills, receipts, etc.;
Prepares and maintains a variety of records and reports;
Issues and records applications, licenses, permits, etc.;
Collects and secures fees and issues receipts;
Answers telephone and gives out routine information or relieves at switchboard;
Assists the general public in understanding and completing various forms;
Interviews people and gathers and records information and data;
Compares and verifies data and information with standards and regulations in a screening process;
Makes file searches and extracts material;
Tracks data and information;
Cleans exterior of office computers and other office equipment;
May keep track of a small fiscal account;
May cross-train others and be cross-trained in specialized procedures;
Operates various office equipment such as copiers, fax machines, calculators, computer keyboards, typewriters, etc.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

SENIOR OFFICE WORKER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of laws, ordinances, rules and regulations that apply to position to which assigned; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with other employees and the general public; ability to supervise the work of subordinate clerical personnel; clerical aptitude; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A)** Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of clerical experience; **OR**
- (B)** Four (4) years of clerical experience; **OR**
- (C)** An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT.